



City of Santa Barbara
Planning Division
**Performance Standard Permit
Application Guidelines**

Community Development
630 Garden Street
(805) 564-5578



The following information is required before a request can be scheduled for review by the hearing officer:

A Determination Of The Following Must Be Made:

1. Does the project require review by the architectural board of review or historic landmarks commission? If so, concept review is required prior to submitting for a performance standard permit.
2. Does the project require a phase i archeological study? If so, a phase i study must be submitted to the historic landmarks commission for review and consideration prior to submitting for the performance standard permit.

SUBMITTAL REQUIREMENTS:

Completed Master Application Form:

- Signature Of Property Owner
- Name, Address (Include Zip Code) & Phone Number Of Owner And Agent - Give A Numbered Address [Not "The Corner Of_"]
- Complete Project Description (Detailed Description In Letter)
- Square Footage And Number Of Existing And Proposed Structures
- Lot Size
- Land Use Zone And Assessor's Parcel Number
- What Is Being Requested

Letter From Applicant:

- Must Include What Approval Is Being Sought (I.E., "I Am Seeking A Performance Standard Permit For A _____.")
- Must Include A Full Description Of The Project Including But Not Limited To:
 - Uses Of Existing And Proposed Structures.
 - Square Footages Of Existing And Proposed Structures.
 - Demolition Or Removal Of Any Structures.
 - Site Square Footage And Acreage.
 - Removal Of Any Existing Trees Or Significant Vegetation.
 - Relevant Drainage Information.
 - Parking And Landscaping Statistics
 - Proposed Grading To Occur With Cut And Fill In Cubic Yards.
 - Any Additional Pertinent Information (E.G. Number Of Residential Units, Number Of Bedrooms) And Any Other Information As Required By City Staff.
 - Justification For Project, Including Background And Reasons.

Site Plans:

- 3 Copies Of Plans - Folded 8 1/2" X 11".
- Refer To Site Plan Submittal Handout For Required Information

Elevation Plans: (if new structures are proposed or if exterior changes are proposed or if exterior changes are proposed for existing structure(s))

- 3 Copies Attached To Site Plans - Folded Same As The Site Plans.
- All Sides Of Building (S) Involved In The Project
- Heights Of Building (S) Involved In The Project
- Grading Sections Showing Cut Or Filled Areas
- Driveway Sections If On A Slope Greater Than 10%
- Any Planting Shown Shall Be Shown At No More Than 3 Yrs. Growth.

Preliminary Landscape Plans: (if project involves changes in landscaping)

- 3 Copies Attached To Site Plans - Folded Same As The Site Plans.
- Indicate Total Area Landscaped In Square Footage And Percent Of Total Site
- Show All Existing And Proposed Landscaping And Indicate Species
- Indicate Species, Diameter & Size Of All Trees To Be Removed And Show An X Through The Trees.
- Indicate Species, Diameter & Size Of All Replacement Trees.
- Location And Identification Of All Paved Surfaces
- Location Of Proposed/Existing Buildings

Public Notice Requirements:

- Mailing Labels - See Instruction Sheet Handout
- Affidavit Signed By Person Who Compiled Mailing Labels.
- **Fees Are To Be Paid In The Amount Indicated On The Fee Resolution Adopted By The City Council.**

Submittal Timeline And Additional Information:

- Once The Application And All The Accompanying Material Have Been Reviewed And Found To Be Complete The Request Will Be Scheduled For The Next Available Hearing Date.
- During Review Of Application, Additional Information Studies May Be Determined To Be Necessary Prior To The Acceptance Of The Application For Processing.

The Agenda:

The Owner And/Or Agent Will Be Sent An Agenda And Legal Notice In The Mail Concerning The Hearing Date And Time.